

PROCEDURE 1410.06

Issued January 1, 1994, Revised October 9, 2003

SUBJECT: Telecommunications directory listing updates.

APPLICATION: Executive Branch Departments and Sub-units.

PURPOSE: To ensure an accurate telephone directory database for the purposes of billing, operator inquiries, and the State of Michigan Telephone Directory.

CONTACT AGENCY: Department of Information Technology (DIT) – Telecommunications and Network Management.

TELEPHONE: 517/373-0785

FAX: 517/373-0303

SUMMARY: To update a telephone listing, the telephone directory contact person of the affected entity must complete a DIT-0918, Telephone Directory Listing (TDL). The form consists of two parts that contain new and old telephone directory information. One or both parts are completed by the agency, and the form is forwarded to Telecommunications for processing.

APPLICABLE FORMS: DIT-0918, Telephone Directory Listing.

PROCEDURES:

Agency:

- To add a name to the telephone directory, completes part "A", "New Information," of the TDL.
- To delete a name from the telephone directory, completes part "B", "Old Information," of the TDL.
- To change directory information (e.g., moves, name changes, telephone number changes), complete parts "A" and "B" of the TDL.
- Enters the date, name, and telephone number (of person within agency preparing the form) at the bottom of the TDL.
- Sends completed form to the address at the bottom of the TDL.

DIT-0918

(Revised 10/03)

STATE OF MICHIGAN TELEPHONE

DIRECTORY LISTING

INSTRUCTIONS:

To add a name, complete Part A only.

To delete a name, complete Part B only.

To change directory information, complete Parts A and B.

Part A: NEW INFORMATION

Name

 Last First Middle Initial

Present Telephone Number

Department

Agency

Location

Part B: OLD INFORMATION

Name

 Last First Middle Initial

Previous Telephone Number

Department

Agency

Location

SEND COMPLETED FORMS TO:

Department of Information Technology

Telecommunications and Network Management

Business Services

1st Floor, Hannah Building

DATE PREPARED BY

TELEPHONE NO.

* * *

Distribution Date: 1-6-97

Procedure 1410.06